

WESTCOMM

BOARD OF DIRECTORS COMBINED

WITH FINANCE COMMITTEE AND

OPERATIONS BOARD MEETING

OCTOBER 14, 2022 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/MNR-QZDE-YDG](https://meet.google.com/MNR-QZDE-YDG)

PHONE: 1-334-472-8135 PIN: 746 930 160#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Mary McNally, Town Manager, East Longmeadow
Stephen Loneran, Town Accountant, East Longmeadow
Andrew Vernon, IT Director, Chicopee
Patrick Major, Chief, Chicopee Police
Jennifer Wolowicz, Town Administrator, Monson
Marie Laflamme, City Treasurer, Chicopee
Brian Harris, Chief, Monson Fire
Chad Thompson, Purchasing Agent, Longmeadow
Jay Parker, IT Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
Paul Morrisette, Chief, East Longmeadow
Ryan Quimby, IT Director, East Longmeadow

1. Meeting called to order 11:05 A.M. Rollcall done: Present were Lyn Simmons, Jennifer Wolowicz, and Mary McNally. 3 Present, 2 absent.
2. Old Business: Building Project: Working on new Architect for proposal and cost estimate. The cost estimate is now up to \$15,500,000 with a final project completion date of March 2025.

The Board is questioning why the project has increased so much, Chad will review questions to make sure the Architect fees don't exceed 10%.

Phase II has not been signed as of today.

3. New Business: Finance update: Finance met on 10/06/22 to discuss the 2021 Audit and ask to Powers & Sullivan for an update. Mike Nelligan will be in Saturday for review and will update next week.

Treasurer's position: Finance committee reviewed the job description and decided there should be 2 signers listed on the bank account, with both being bonded. The weekly warrants will be sent electronically to Lyn Simmons for signature and sent back to WESTCOMM to process vendor checks. The treasurer's position will be listed in the new budget for 10-12 hours per week.

Budget Calendar: 11/17/22 – First Draft
11/29/22 – Review
12/02/22 – Recommendation to the Board
12/29/22 – Review and Questions
01/06/23 – Final presentation to whole Board for a vote

At the next Board meeting a discussion will be held regarding the backup signor on warrants if Lyn is out, this will be added to the next agenda.

Operations Update: Police and Fire Ops met as a whole meeting on 10/13/22 for annual elections. It was voted that Chief Kozloski will be Chair, Chief Morrisette will be Vice Chair and Khristy Lord will serve as the Secretary.

Radios: Radio maintenance agreement between WESTCOMM & Horizon – Response times are a concern with Horizon. Erin will bring suggestions to Horizon for cost analysis on Longmeadow. Horizon will be here next week for mobile and portable. IMC stuff will checked on how they are dispatched out, streamlining calls to make it easier for WESTCOMM. Local Sub-Contractor possible, was talked about. WESTCOMM should be telling Horizon what we want and let them come up with the solution. Need to fine tune definitions, IT Sub-Committee also attended yesterday's meeting. If what we get from Horizon is out of range it was suggested MOU with Contractor in our area. Erin to email Horizon contract to all Board members. If it's decided to go with a different contractor, be sure to use State Contract. It was suggested testing Horizon and taking the sight down to see what happens. Towns should not be contacting Horizon directly, they should be contacting Nate Crowther, he is the first point of contact, and all communications should be going through WESTCOMM.

IT Sub-Committee Update: Draft MOU will be sent to the Board of Directors for review. There are areas for the Finance Committee to review, such as Future Capital Improvement Plans, these should be worked into the WESTCOMM budget. The Board will review the MOU and should be put on the next agenda for a vote. The draft MOU has not been reviewed yet by Finance Committee or Operations Board, copies will be sent.

Review of A/P and & Payroll Warrant: No discussion.

4. New Business not reasonably anticipated within 24 hours: Hiring: 1 offer has been made, 2 are in background, there will then be 3 openings after that, doing well with staffing.
5. Adjourn: A motion was made by Mary McNally and 2nd by Jennifer Wolowicz to adjourn, a roll call was done, 3 yes, meeting adjourned at 11:34 P.M.